Arizona Department of Education

FY 2013 Charter Estimated Counts

Business Rules

Provided by School Finance

FY 2013

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1   Overview

1.1   Mission

1.1.1   Update the Charter Estimated Counts application to fix processing bugs.

2   Governing Statutes, Rules and Resources

2.1   A.R.S §15-185

2.1.1   This statute governs the operation of charter schools. It includes the requirement that charter schools must submit estimated counts.

2.2   A.R.S. §15-901

2.2.1   Statute defines full time equivalency for kindergarten students.
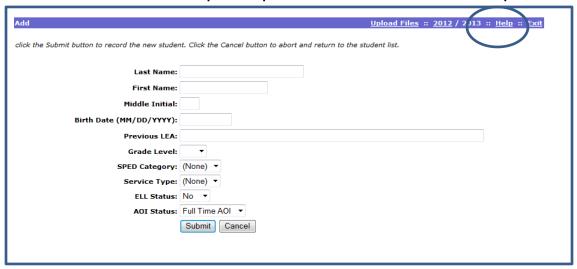
"In computing the average daily membership, preschool children with disabilities and kindergarten students shall be counted as one-half of a full-time student." (Emphasis added.)

3   Business Rules for Charter Estimated counts User Interface

3.1   Update the "Help" link on the User Interface

3.1.1   The link should direct the user to the current Charter School Estimated Student Enrollment List Collection memo. Please see Exhibit 1.

3.1.1.1   For FY 2013, the memo can be found at
http://www.azed.gov/Administrators/SF/NumberedMemos/FY2012/12-058.pdf

NOTE: Future update requests for this link will be made via Footprints tickets.

Exhibit 1

4 Business Rules for Charter Estimated Counts Admin Tool

4.1 Modify the Estimated Counts Admin Tool version dated 10/20/2011

4.1.1 Divide all Kindergarten counts in half upon report creation in both the storage of the data and the enrollment summary report.

4.1.2 Modify the "Charter School Student Enrollment Summary" report.

    4.1.2.1 Delete "Has M/O Form been submitted?" from box at bottom of the report.

    4.1.2.2 Change "These items must be completed before payment can be made" to "This must be completed before payment can be made" in box at bottom of report.

NOTE: Please see Exhibit 2 below for mockup of section of report.

	Non-AOI	AOI F/T	AOI P/T
ELL Students	Count	Count	Count

Has Calendar been set?	Yes *

* This must be completed before payment can be made.

** All reported Kindergarten counts have been divided in half for this report.

Exhibit 2

4.1.3 ELL Counts

    4.1.3.1 Upon report generation, the ELL counts records being written to the ScLepsStateAidDistrictAddons table are to be assigned the time frame ID for estimated ELL data. If a record already exists for the fiscal year, override the previous record with the new ELL estimated count.

    4.1.3.2 The estimated ELL time frame ID is different each fiscal year. For FY 2013 forward, the system will assign the correct time frame ID without any manual intervention by School Finance.

Note: Please see FP Ticket # 54876/TFS PBI # 6497 for background information.

5 Business Rules for CHAR 55-1 Modifications

5.1 AOI estimated count data for regular ADM, SPED and ELL.

5.1.1 AOI estimated count data for regular ADM, SPED and ELL must be pulled into the CHAR 55-1 report and appear within the correct page.

5.1.1.1 Page 1 contains ADM, SPED and ELL data for 40th day estimated Non-AOI counts

5.1.1.2 Page 2 contains ADM, SPED and ELL data for 40th day estimated AOI Full-Time counts.

5.1.1.3 Page 3 contains ADM, SPED and ELL data for 40th day estimated AOI Part-Time counts.

6 Known Affected Applications/System Areas

6.1 Impacted Applications/System Areas

6.1.1 Charter Estimated Counts User Interface

6.1.2 Charter Estimated Counts Admin Tool

6.1.3 CHAR55-1 Report

7 Glossary

Term	**Is Defined As:**
AOI	Arizona Online Instruction.
CHAR	The portion of the Payments system allocated for Charter payments.
ELL	English Language Learner.
SPED	Special Education.